



COMISSAO ANTI-CORRUP(C:AO

Address: Rua Sergio Vieira de Melo, Farro\ Dili, Timor Leste
Tip (+670) 3331382, E-mail: administration@cac.tl and website: www.cac.tl

TERMS OF REFERENCE

Position: Senior Advisor to Anti-corruption Commission Timor-Leste

Type of contract: Long-term Contract with the Anti-corruption Commission

Location: Most of the work is expected to be carried out in Dili, Timor-Leste, however some travel may be required as part of the duties

Duration: 1 year contract with possibilities of extension subject to budget availability and performance evaluation.

Desired Starting Date: As soon as possible

Background

Corruption is a problem that affects societies in a global way. Countries committed to strengthening accountability and combating corruption have done so through the creation of particular organizations. In Timor-Leste, the Anti-Corruption Commission - CAC was established on 22 February 2010 by law number 8/2009 as a specialized criminal police organ on anti-corruption with the mission of combating corruption through prevention, education and investigation. CAC's vision is to contribute to the enhancement of democracy in Timor-Leste contributing to a strong culture of rejecting corruption in the interest and prosperity of the people of Timor-Leste.

Scope of work

The Senior Advisor to the CAC will provide daily technical assistance and skills transfer to the Commission and staff on developing corruption-specific legal strategies for anti-corruption including prevention, education and investigation initiatives. The main areas of focus include advice on general legal issues and anti-corruption strategies. The adviser will be expected to build the capacity of CAC staff on relevant areas of their work to ensure skills transfer. The advisor will also be required to build the capacity of staff through on-the-job mentoring and provision of formal training sessions where appropriate.

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Duties and responsibilities

The Senior Advisor will be responsible for advising and mentoring the Commission and in particular, the staff in the Investigation area, on the following:

- 2) building the capacity of investigative teams to provide them with investigative skills and techniques in line with international good practice;
- 3) providing legal advice to the Commission on the investigation of anti-corruption cases;
- 4) strengthening the roles, responsibilities and operational relationships with law enforcement agencies
- 5) developing and delivering training in sophisticated investigative techniques such as monitoring financial flows, money-laundering, and other matters;
- 5) the formulation of strategic anti-corruption policies;
- 6) the development of anti-corruption legislation;
- 7) building linkages with and supporting the Commission's partners;
- 8) supporting other Commission activities as requested or needed.

Required Knowledge and skills

Essential:

- 1) A law degree from an accredited college or university;
- 2) Minimum of 10 years' experience managing or implementing anti-corruption activities with specific experience with in prosecution;
- 3) Experience as a prosecutor and/or in law enforcement in anti-corruption;
- 4) Excellent command of written and spoken Portuguese is essential and a good standard of written and spoken English
- 5) Expert knowledge and experience with prosecution and criminal investigation in a civil law system;
- 6) Experience with corruption investigations with international ramifications;
- 7) Experience in designing and providing training or other capacity building activities to audiences of varying levels of expertise;
- 8) Ability to produce high quality professional products within tight deadlines;
- 9) Excellent inquiry, data collection, analysis and problem solving skills;
- 10) Excellent communication skills including reporting, writing and presentation skills;
- 11) Able to interact effectively with all levels of government, officers and field personnel;
- 12) Proven ability to negotiate and communicate with both internal and external stakeholders.

Desirable:

- 1) Masters degree or advanced studies in a relevant field (law, public administration, criminal justice, economics);
- 2) Experience working in developing country environment is highly desirable;
- 3) A sound understanding of the development context in Timor-Leste;
- 4) Knowledge of Tetum is an advantage.



How to apply to this position:

Interested Applicants who meet the position criteria are invited to apply through Email by sending the application with the reference "CAC - Senior Adviser" in the subject line to administration@cac.tl.

Applications must include:

- Application letter;
- Up-to-date Curriculum Vitae/Resume;
- Name and contact details (phone and email) of three referees;
- Copies of relevant qualifications.

Closing date:

The deadline for submitting applications is 29 May, 2013 (please consider that Timor-Leste time is GMT +9 hours).

Late applications will not be consider and only short listed candidates will be notified.

Dili, 30 April 2012;

Prepared by Human Resource Department:



Approved by:

